

**NURSING EDUCATION COUNCIL OF BRITISH COLUMBIA (NECBC)**  
**EXECUTIVE COMMITTEE - TERMS OF REFERENCE**

**Purpose**

The Executive Committee is a Standing Committee of NECBC. The Executive Committee is responsible for helping ensure the effective governance of NECBC by providing effective and timely guidance to the Chair of NECBC on emerging, time-sensitive, significant issues arising between regularly scheduled meetings of NECBC.

**Membership**

The Executive Committee shall be comprised of the following members of NECBC:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- 2 Members at Large

The Chair of NECBC will be the Chair of the Executive Committee.

**Meetings**

1. The Executive Committee shall meet a minimum of four times/year at the call of the Chair or upon request of two of its members.
2. The Chair (or designate) will provide a verbal report to NECBC on the work of the Executive committee at each NECBC regular meeting.
3. Quorum requires two thirds of voting members of the Executive Committee.
4. Meetings can occur in person, via video/telephone conference, or electronically.

**Authority**

The Council may authorize the Executive committee to act on its behalf as deemed necessary. The powers of the Executive Committee are subject to the requirements in NECBC's bylaws.

*Approved: October 29, 2017*